

MINUTES OF OCTOBER 31, 2000  
PARAMEDIC TASK FORCE MEETING  
Alameda County EMS Agency  
Oakland, CA

<u>MEMBERS PRESENT</u>	<u>EMSA STAFF PRESENT</u>	<u>ALTERNATES PRESENT</u>	<u>MEMBERS ABSENT</u>	<u>ALTERNATES ABSENT</u>
Bill Bower Bill Cody Carol Gunter Sabina Imrie Jan Ogar Kevin White	Nancy Steiner Connie Telford Sean Trask	Nancy Justin Mike Metro	Dean Anderson Debbie Becker Jim Holbrook Bill Koenig Marshall Morton Tony Pallitto Kevin Ritger Kathy Sher Sam Stratton	Linda Anderson Nancy Eubanks Michael Harris Dick Mayberry David Nevins Frank Pratt

**I      Review and Approval of September 5, 2000 Meeting Minutes**

The minutes were approved with no changes.

**II      Setting of the Agenda**

Jan Ogar requested that the Paramedic Task Force (PTF) revisit training, clinical internships and field internships and particularly look into the difficulty of obtaining placement for field internships for paramedic students. Se also requested that Title 22 be checked to see if clinical internships through acute care hospitals could be mandated. This issue will be agendized for a future meeting.

**III      Continuous Quality Improvement**

Discussion of Chapter 3 from IAFF Book

Kevin White explained that this chapter of the IAFF book is written for CQI from a management standpoint. It is based on the premise that quality management should filter down from management to the provider on the street. He also invited the members of the PTF to attend a meeting on November 27, from 9:00 a.m. to 4:00 p.m. at the Gene Autrey Museum in Griffith Park that is being put on by Lori Moore, the author of Chapter 3 of the IAFF Book. The meeting is primarily intended for union officers and fire chiefs in the Los Angeles County area, but he felt that if the PTF could hear the materials from her perspective, it might bring a little more clarity to what the PTF is reading.

Jan Ogar brought and passed around to the PTF some grant funded documents that were worked on by Steve Andriese through Mountain Valley EMS in conjunction with Children's Hospital in San Diego. She stated that in these documents, there is discussion of different definitions and how to use them. There are also demonstration projects and a lot of detail and structure. It also gives some of the structural items that need to be in place.

Categories to be included in CQI

The PTF members continued discussing the components that could be included in a CQI Process/Program. The PTF also decided that a CQI Process should be referred to as a Prehospital Performance Measurement System. They developed the following outline of the categories that might be included:

Prehospital Performance Measurement System

1.     **Credentials**
  - License/Certificate
  - Accreditation
  - Ambulance Driver's Certificate/Class B License
2.     **Wellness/Staffing and Workload**
  - CISM
  - EAP
3.     **Safety**
  - Local/State/Federal Rules
  - Risk Management
4.     **Equipment and Supplies**
  - Local/State/Federal Rules
  - Pharmaceuticals
  - Use and Reporting
  - R&D
5.     **Relationships**
  - Interagency
  - Intra-agency
  - Customers
  - Professionalism/Ethics
6.     **Data Collection**
  - Documentation
    - PCRs
    - Incident Reports
    - Targeted Data Collection
  - Patient Outcomes
7.     **Analysis and Evaluation**
  - Indicators
    - Performance
    - Quality
  - Benchmarks
  - Identify Deficiencies
  - Identify Trends
  - Performance Improvement
  - Patient Satisfaction
  - Community Confidence
8.     **Training and Education**
  - EMS System and Organization Orientation
  - Skills Maintenance/Proficiency
  - Focused Education
  - Field Training Officer
  - Preceptors
9.     **Public Education and Prevention**

- 10. Complaint Resolution Process**
- 11. Funding/Cost Effectiveness**

Other key points that the PTF discussed regarding a CQI Process included:

- There needs to be a resource document on how to accomplish a CQI Process.
- There should be a guideline document with definitions and data points that are used consistently throughout the state.
- The process needs a means of external review.

#### **IV Adjournment**

The meeting adjourned at 2:40 p.m. The next meeting will be on December 12, 2000 in Burbank.